

RFMS Support Processes Implementation Team Charter

Ref: (a) CNFJ email of 13 NOV 01 (decision to implement RFMS)
(b) RFMS Overview Briefing Slides with Notes of 16 Nov 01
(c) CNFJ Msg 190550 MAR 02 (CNFJ Guidance on RFMS Implementation)

1. **INTRODUCTION:** Commander, U. S. Naval Forces, Japan (CNFJ) directed a strategic initiative to regionalize all public works functions using the Regional Facility Management System (RFMS) concept, by reference (a). Reference (b) describes the RFMS concept. Reference (c) provides amplifying implementation guidance.

2. **PURPOSE:** The purpose of this team effort is to develop and document the support processes to be used to operate RFMS within the CNFJ Region BOS resource management structure.

3. **MEMBERSHIP:**

Leader: Mr. Samuel Roundtree, PWC Japan Business Manager

Members: Ms. Yolanda Bowie, PWC Japan Management Department Head
Ms. Andrea Freeman, PWC Japan Information Technology Department Head
Mr. Mel Yamashita, PWC Japan Comptroller
Mr. Hiroaki Shimokawa, CNFJ Region Comptroller Rep. (ad hoc)
Mr. Rick Markle, CNFJ Region Information Technology Rep. (ad hoc)
Mr. Chuck Dansby, CNFJ Region Business Mgmt. Office Rep. (ad hoc)

4. **OBJECTIVES:**

- a. Understand and document for each Base in the CNFJ Region:
 - 1) existing support function processes
 - 2) type and amount of resources committed to supporting facility management functions
 - 3) controlling instructions and policies.
- b. Design the optimum balance between base support and Region support for financial management, position management, information technology, business analysis, and administration.


- c. Develop a comprehensive RFMS Support document that would become part of the RFMS Operations Manual and the Desk Guide for CNFJ Region BOS Operations. The document will identify Support Function:
 - 1) Mission
 - 2) Roles
 - 3) Concept of operations
 - 4) Performance metrics
 - 5) Knowledge and data management
 - 6) Key Interfaces

ASSUMPTIONS:

- a. RFMS is a Region strategic initiative that operates through a new business model. Some existing Region and Base level support processes may have to adapt to accommodate transition to RFMS. Per reference (a), RFMS, led by the Regional Engineer and Regional Program Manager for Facility Management, will centrally manage facility management resources, including facility funding (PM, QM, EC, and facilities related OB funding lines) and facility positions (MLC, USCS, Military). This includes all Region resources dedicated to facility management functions as of the FY02 baseline.
- b. We will transition to approved RFMS support processes in FY03.

7. DELIVERABLES:

- a. Source Data Report by 01 SEP 02.
- b. Executive level briefing to RFMS Steering Team by 30 SEP 02.
- c. Written "RFMS Support Functions" document by 01 NOV 02.



D. N. HARTWELL
CAPT, USN
Deputy Commander and Chief of Staff
U.S. Naval Forces, Japan

Date: 7/31/02